LET US HELP YOU set up the open shelf filing system that assures you maximum efficiency and economy in operation. Following are key considerations on which our recommendation will be based.

1. Letter, Legal or other size.
2. Type documents to be filed.
3. Type indexing desired. Smead can furnish any type (with or without color coding)—straight numeric, alphabetical, or Smead TDI (Terminal Digit Indexing).
4. About how many folders or records to be indexed and average thickness or content per folder or record.
5. Is material extremely bulky or of odd size, indicating need to use Pockets?
6. Will records be handled often enough to warrant use of Permanent Pressboard folders?
7. Should folders with fasteners be used for security and orderly sequence?
8. If guides are to have hook backs, location of the hooks.
9. Average number of folders out of file each day determines number of Out Guides needed.
10. File activity; extremely active, moderately active, infrequently referred to.

SF-103-C

PRINTED IN U.S.A.

IS SHELF FILING THE ANSWER FOR YOU?

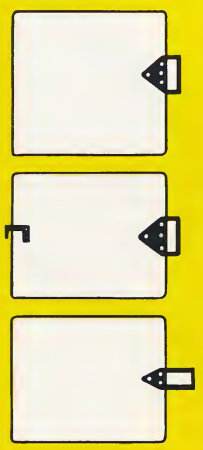
Smead

OPEN SHELF FILING IS--WHEN . . .

SHELF FILING with Smead SUPPLIES IS THE ANSWER

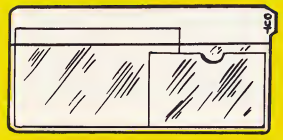
WHEN . . . You have large numbers of records that must be kept in an area of limited space . . . Your daily references, per hundred folders, are many . . . Your records must be kept readily available for long periods of time . . .

WE CAN HELP YOU select the right Smead system and components—for greatest accuracy, speed and filing ease. Widely used Smead TDI (Terminal Digit Indexing) with Color Coding. Or Smead Color Coding for numerical or alphabetical indexing.



INDEX GUIDES

All Smead guides for shelf filing are available in either letter or legal size. Blank inserts and either clear or colored celluloid facings for metal tabs are included. Metal tabs are made with open faced windows on both sides.

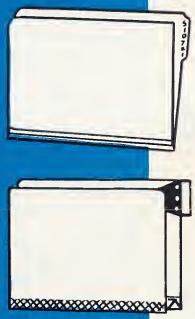


VINYL OUT GUIDE

Doubles as temporary file while serving as out guide. Clear vinyl pocket 4½" deep by full guide width holds new records until permanent file is returned. 4⅛" x 6¼" clear vinyl pocket for "charge out" card is welded to the new records pocket. Speeds filing, cuts records loss.

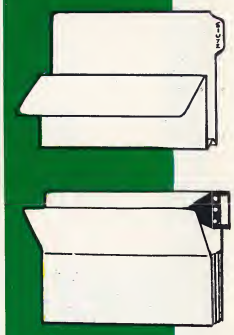
OUT GUIDE

Replaces a folder removed from the shelf. Attached celluloid pocket holds up to 6" x 4" "charge out" card. When an "out" folder is wanted, a "wanted" card can be placed in the pocket to indicate who wants the folder when it is returned. Letter and legal sizes.



FOLDERS

The Smead line includes a shelf file folder to meet **any** need. Full range of materials, styles, tabbing and tab positions—in letter and legal sizes . . . single or two-ply top. Fasteners available in any position.



POCKETS

There's a Smead shelf pocket to fit any requirement. One-piece construction of Manila. Or rugged five-piece construction of Redrope. Flat or expansion up to 3½". All in letter and legal sizes.

SHELF FILING ALLOWS...

efficient performance with aisles as narrow as 30". Here a file clerk of average height can file and select folders from the seventh shelf, two more tiers of records than in cabinet drawer filing.